

DATE: 02 July 1984

MEMORANDUM FOR: OL/IMSS

FROM: Contracting Officer/GPB/PD/OL

SUBJECT: Order/Contract No. 84-D-780003-510

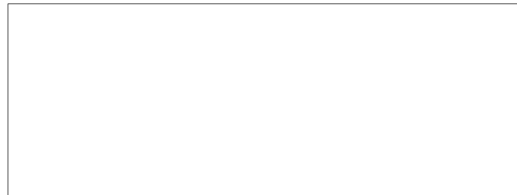
1. Attached hereto are two receiving report copies of subject order/contract. The order/contract provides for the supplies and/or services to be delivered direct to your activity.

2. For purposes of assuring that (a) Contractor furnishes the supplies/services on a timely basis, (b) to provide for the orderly payment to Contractor and (c) to eliminate administrative follow-up action, your compliance with the following instructions is requested:

INSTRUCTIONS:

- a. DELIVERY - If Contractor fails to furnish the supplies/services by the date shown on the order/contract, or if the supplies/services are damaged or otherwise unsatisfactory, notify
- b. RECEIVING REPORT - Immediately upon receipt and acceptance of all the supplies or services of the order/contract, complete the attached receiving report copies (1) indicate opposite each item, the quantity accepted, (2) indicate the date received, pieces, etc., sign in space provided (NOTE: Signature by an Approving Official required), (3) turn over, staple both copies to this memo and forward to address shown.

NOTE: For Partial Deliveries - Forward to the address shown on reverse, a short memo which sets forth brief description, item No. and quantity received.



Signature

Enclosure:
Receiving Report (2 copies)

Distribution:
Original - Addressee
1 - OL/PD/Jacket

DATE: _____

MEMORANDUM FOR: Office of Logistics
Procurement Division

SUBJECT: Receiving Report

In accordance with instructions contained on reverse,
attached hereto are two copies of receiving report.

Signature

Enclosure:
Receiving Report

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Next 2 Page(s) In Document Denied